


CITY COMMISSION POLICY

GRAND RAPIDS  MICHIGAN	NUMBER: 1100-09	HISTORY FILE # DATE
	DATE: July 26, 2005	
	FILE NUMBER: 74002	
	DEPARTMENT: PARKS & REC	

SUBJECT: **ADOPT-A-PARK, PARTNERSHIP AND SPONSORSHIP
PROGRAMS IN PARKS AND RECREATION**

PURPOSE: To establish a procedure and basic criteria for organizations, donors and volunteers seeking to provide or partner with the Parks and Recreation Department in the provision of funds, programs, services or facilities uses.

POLICY:

A. Authorization

The Parks and Recreation Director is hereby authorized, under the general direction of the City Manager, to enter into Adopt-A-Park, Partnership or Sponsorship Agreements with individuals or groups who wish to provide funds, programs, services or facilities uses that might otherwise be unavailable through the department.

B. Agreements

1. Such agreements shall be reviewed and approved by the City Attorney and Risk Manager.
2. Copies of signed agreements shall be filed with the City Clerk's Office – and a record of it reflected in the City Commission proceedings. A copy shall also be provided to the City Comptroller.
3. Such agreements shall contain, as a minimum, the following components, but may include additional terms as determined necessary or desirable by City staff:
 - a. The park facility, service or program to be addressed by the organization, donor or volunteer(s).

CITY COMMISSION POLICY

NUMBER: 1100-09

Page 2 of 2

- b. The duration or frequency of such service or program to be provided.
- c. Specific responsibilities of the volunteer(s) or donor and a designated contact person.
- d. Specific responsibilities of the City and a designated contact person.
- e. Insurance requirements: General liability with minimum limits of \$1 million per occurrence and City named as an additional insured. Statutory Workers' Compensation covering employees and volunteers. Risk Manager may increase or decrease requirements, per City Code Section 1.12.
- f. Hold harmless and indemnification provisions as deemed necessary or desirable by the City Attorney.
- g. Compensation: Any monetary or non-monetary compensation to be received by either party as part of this agreement, i.e. facility use or signage recognition.
- h. Term of the agreement.
- i. Termination provision by either party upon reasonable prior written notice to the other party.